

Attention: Contracts Department

Subject: Acceptance of Business Courtesies during the Holiday Season

Dear JPL Supplier,

During the holiday season gift giving between business partners can be a common practice. JPL has strict policies prohibiting employee acceptance of business gifts and gratuities as well as the attendance by JPL employees at holiday events sponsored by our business partners.

While some unsolicited holiday gifts are sent to our employees at JPL our policies prohibit JPL Shipping, Receiving, Transportation, and Mail Services from handling personal items. **JPL restricts the receipt and handling of non-essential items at JPL. Therefore, gifts or gratuities such as gift baskets, gift cards (including electronic gift cards), food, promotional or any personal items received at JPL will be turned over to the JPL Ethics Office for donation to local charities.**

JPL's policies regarding the acceptance of business gifts and gratuities helps us avoid any misunderstandings, embarrassments or perceptions of favoritism with our business partners. JPL also has a program which allows employees and business partners the ability to ask questions concerning our policies or to report any possible improper activity. If you are aware of any improper activity or need clarification of our policies, please contact Kevin Caporicci, Manager of the Acquisition Planning and Compliance Section, at (818) 354-2330 or by email at Kevin.M.Caporicci@jpl.nasa.gov.

You may also contact the JPL Ethics Office directly at (818) 354-9999, or by email at ethics-office@jpl.nasa.gov. All contact is held in the strictest confidence, and submitters need not identify themselves. For more information about our program and to download our Ethical Guidelines for JPL Subcontractors brochure, please visit the JPL Ethics Program website at <https://ethics.jpl.nasa.gov>.

JPL believes in maintaining the highest standards of business conduct, and we know that you also share this goal. Best wishes again for a happy, healthy holiday season and an excellent new year.

Sincerely,



Andre T. Stefanovich
Acquisition Division Manager